

Personnel Specialist
Human Resources Section
Final Filing Date: Until Filled

Range A - \$2602.00 - 3162.00

Range B - \$2993.00 - 3640.00

Range C - \$3098.00 - 3766.00

Range D - \$3346.00 - 4067.00

DEPARTMENT SUMMARY:

The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, mental health treatment, funeral expenses, and other crime-related expenses. The Government Claims Program helps resolve civil claims filed against the State of California. The Restitution Recovery Section ensures that restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under general supervision of the Staff Services Manager II, Human Resources, the Personnel Specialist is responsible to handle the Personnel Transaction responsibilities. This includes the processing of Payroll, Personnel Action Requests and maintaining personnel records. This position is responsible for researching and resolving personnel matters by using the established laws, rules, and regulations.

This position requires a knowledgeable incumbent who can frequently interpret personnel laws, rules and regulations, which is critical to performing the essential functions of this job.

ESSENTIAL FUNCTIONS:

- Research, interpret and apply a wide variety of complex civil service laws and rules, review various control agency letters, memos, policies and bargaining unit contract provisions to ensure entitlement when processing appointment, salary determination, payroll, benefit and attendance documents.
- Act as the specialist to Board staff, by providing technical expertise, assistance and advice to management and employees in personnel matters either verbally, by phone or in writing.
- Confidentiality in the handling and resolution of personnel matters; professionalism in handling sensitive and/or confidential information.
- Maintain accurate filing systems for personnel folders, attendance records, payroll records and certification records.
- Must possess strong organizational skills.

DESIRABLE QUALIFICATIONS:

- Self motivated to approach projects in a positive and proactive manner.
- Desire to provide great customer service.
- Able to foster effective working relationships with all levels of management and staff.
- Ability to be flexible, creative and exercise good judgment.
- Possess effective oral and written communication skills.
- Detail oriented and able to follow through in handling competing priorities.

WHO SHOULD APPLY:

Current State employees in the Personnel Specialist classification or individuals eligible for appointment to this classification (*i.e., transfer, list eligibility, or reinstatement*). **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified may be selected to interview.**

SUBMIT APPLICATION & RESUME TO:

Victim Compensation and Government Claims Board
Human Resources Section
Attn: Brian Armitage
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805